1.1 I can take appropriate steps to avoid risks when working with collaborative technology, in line with relevant guidelines.

I can demonstrate that I know how to be safe on-line and when working collaboratively. For instance in Unit 1 - 1.7 I wrote about Acceptable Use Policy in companies:

Companies must abide by software and hardware policies, they must follow the rules set by the owner of the software and hardware. Some companies and places like universities set their own AUP rules for their employees and students to follow, this involves the behaviour and what use of the technology that people can use. This means that people can be monitored of what they use and what they search when they use the companies/universities computers/network.

And also I know that I must not share private information such as passwords, my address and bank details with people on-line. I have demonstrated, whilst using Adobe Connect with my other students and Shafiq that I must abide by rules to keep me and others safe and their privacy should be protected.

I also know that I should have a anti-virus protector to protect myself and others from viruses, especially since I have been sending documents and other files to Shafiq for assessment.

Netiquette rules

Respect each others privacy - No hate speech or abuse - Be careful of what attachments you send others - Do not send unsolicited or large emails attachments - speak in a professional tone at all times

We also talked about VPN and using the dark web whilst on the lesson and I think it should pointed out that while VPN is good for some things, it doesn’t fully protect you and whilst people work collaboratively they shouldn’t be sending others links from the dark web because it is irresponsible, whether accident or not.